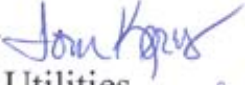
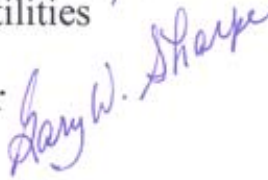


DESIGN MEMORANDUM NO. 7-04

TO: Chief District Engineers
Design Engineers
Active Consultants

FROM: Tom Kerns, Acting Director 
Division of Right-of-way & Utilities

Gary W. Sharpe, P.E., Director 
Division of Highway Design

DATE: April 16, 2004

SUBJECT: Submittal of Right-of-way Plans and
Right-of-way Plan Revisions to Central Office

Under current policies, a complete set of the original right-of-way plans (mylars) for new projects is delivered to the Division of Right-of-Way. The layout sheet is forwarded to the State Highway Engineer for signature, and when applicable, to the Federal Highway Administration for execution. A set of white (paper) prints is made for the Division files and the mylars returned to the District once funding is approved and the project is ready to be authorized for right-of-way activities. This results in right-of-way plan sets being mailed back and forth between Districts and the Division of Right-of-Way when only the layout sheet and a set of paper prints is needed. Effective with this memorandum, right-of-way plan submittals to the Division of Right-of-Way shall consist of the mylar layout sheet and one complete set of white prints. This procedure will eliminate the need and expense of sending a full set of plans through the mail twice and also alleviate some of the storage problems encountered at the new Transportation Office Building.

Plan revision transmittals submitted to the Division of Right-of-Way typically include a memo from the project manager detailing the changes, original (mylar) plan sheets affected by the revision, a set of corresponding white prints with the changes marked in red, and a set of corresponding unmarked white prints. The marked white prints are typically discarded. The unmarked prints are inserted into the file set of plans, and the mylars are returned to the District. Effective with this memorandum, the memo from the project manager and the unmarked white prints

Memorandum No. 7-04

Page 2

April 14, 2004

are the only right-of-way revision documentation requested by the Division of Right-of-Way. A copy of the memorandum to the District Right-of-way Design Supervisor, along with the revised mylar sheets, will serve as authorization for right-of-way activities to proceed based on these changes.

When a revision occurs, a "Right-of-way Revision Sheet" shall be added to the right-of-way plans. This sheet shall be labeled "Right-of-way Revision Sheet" and inserted directly after the layout sheet. This sheet shall be numbered as sheet number "R1a".

Each time a right-of-way revision is processed on the project, a block shall be added to the new sheet showing: right-of-way revision number; plan revision date; sheets revised; parcels involved; and any relevant remarks (See attached Exhibit 1300.09). This sheet can be updated electronically, reprinted and inserted into the plans each time a revision is processed, if desired.

In addition to the "Right-of-way Revision Sheet", it is required that each revised sheet show the "Revised Plan Date: ____" in the upper right corner, below the "County Of", "Item No." and "Sheet No. Block" (See attached Exhibit 1300.10). Only the last revised plan date should be shown on the revised plan sheets.

A paper copy of the right-of-way revision sheet shall be submitted along with the memorandum from the project manager and the unmarked white prints to the Central Office Division of Right-of-way and Utilities.

These changes are being included in revisions to the Highway Design Guidance Manual.

TK:GWS:DJ:JAD

Attachments

EXAMPLE R/W REVISION SHEET

EXHIBIT 1300-09

COUNTY OF	ITEM NO.	SHEET NO.
JEFFERSON		R1a

RIGHT-OF-WAY REVISION NO. 2

REVISED PLANS DATE: AUGUST 24, 2004

SHEETS REVISED: R11, R13

PARCELS INVOLVED: P#84

REMARKS: CHANGED PROPOSED
ENTRANCE WIDTH

RIGHT OF WAY REVISION NO. 1

REVISED PLANS DATE: JULY 16, 2004

SHEETS REVISED: R-1 thru R-29

PARCELS INVOLVED: P#118, P#120, P#121

REMARKS: CUT BACK FILL SLOPES
FOR SIGHT DISTANCE

RIGHT OF WAY
PLANS

RIGHT OF WAY REVISION SHEET

EXAMPLE REVISED R/W SHEET

EXHIBIT 1300-10

COUNTY OF	ITEM NO.	SHEET NO.
JEFFERSON	5-0028.02	R11

REVISED PLAN DATE: JANUARY 31, 2003

102+00



CATHERINE M. WHITEHOUSE
1301 ABBEYWOOD DR.
1 1/2-S. BR. RES.



M.L. +20.03
81.00'

- ④ S88°41'51"W
LC 26.40'
R 40.00'
- ⑤ S61°54'54"W
LC 10.46'
R 40.00'

CP#46621-88688

+53.19
62.00'
+52.87
47.00'
+52.82
44.86'

D.B.I.
TY III



+28.09